

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ _ IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			Page 1 of 8		
1. REQUEST NO. SHO80011Q0034		2. DATE ISSUED 6/28/2011		3. REQUISITION/PURCHASE REQUEST NO. PR1267660		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	
5a. ISSUED BY AMERICAN EMBASSY TEGUCIGALPA GSO, ACQUISITIONS UNIT, ATTN: GSO TEGUCIGALPA,				6. DELIVER BY (Date) 8/1/2011			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY _ FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)			
NAME Fatyma Lorenzana		TELEPHONE NUMBER 22369320 ext. 4398		9. DESTINATION a. NAME OF CONSIGNEE AMERICAN EMBASSY TEGUCIGALPA			
8. TO:				b. STREET ADDRESS LA PAZ AVE., ATTN: GSO			
a. NAME		b. COMPANY		c. CITY APO AA			
c. STREET ADDRESS				d. STATE NS			
d. CITY		e. STATE		f. ZIP CODE		e. ZIP CODE 34022	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 7/11/2011				IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	SEE LINE ITEMS						
12. DISCOUNT FOR PROMPT PAYMENT				a. 10 CALENDAR DAYS (%)		b. 20 CALENDAR DAYS (%)	
				c. 30 CALENDAR DAYS (%)		d. CALENDAR DAYS NUMBER PERCENTAGE	
NOTE: Additional provisions and representations [] are [] are not attached.							
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER							
STREET ADDRESS							
c. COUNTY				16. SIGNER		b. TELEPHONE	
d. CITY				a. NAME (Type or print)		AREA CODE	
e. STATE		f. ZIP CODE		c. TITLE (Type or print)		NUMBER	

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Cleaning services at residences for two years. Base Year: August 1, 2011 to July 31, 2012 First Option Year: August 1, 2012, to July 31, 2013	2.00	YR	\$0.00	\$0.00

Overview

Deep cleaning of residences, to include inside and outside areas, prior to occupancy. Initial deep cleaning should take no more than 2 full days – with 2 hours of touch up cleaning on the day of arrival.

Prices and Period of Performance

Price will be based on an average size of house of 200 gross square meters (internal space). This agreement is for two years starting August 1, 2011. It is anticipated that there will be 20-30 houses per year.

A. Base Year August 1, 2011 to July 31, 2012

PRICE
Per house _____

B. First Option Year August 1, 2012 to July 31, 2013

PRICE
Per house _____

Scope of Work:

Cleaning of Houses Includes but is not Limited to:

- **Kitchen:** Countertops scrubbed down, sinks scoured, through cleaning of interior and exterior of cabinets and appliances. Remove any items, including shelf paper, in kitchen cabinets, clean doors thoroughly, especially around handles and shelves. Items found in cabinets shall be reported to the Supervisor for inspection and disposal. All hard surfaces in the kitchen will be cleaned with a chlorine solution.
 - **Refrigerators:** Remove all food residues and frost. Thoroughly clean inside and outside. Remove any mold on edges and clean with a diluted bleach solution.
 - **Freezers:** Clean thoroughly with warm water and bicarbonate of soda. Do not use scouring power as it harms enamel.
 - **Stove:** Wash outside of stove with hot soapy water (scouring power harms enamel). Clean around burners. Scrape and clean other parts. Ovens should be cleaned on the

inside. Polish chromium parts. ***Use only approved cleaning products on ceramic stove top.***

- **Dishwashers:** Clean interior with a damp cloth.
- **Water Dispensers:** Disinfect water dispensers and one bottle water, using surgical gloves. (Disinfection method to be provided- See instructions on how to prepare a Chlorine Solution attached.).
- **Floors:** Sweep and mop on the inside and outside of the house. **A guide on the basic care the contractor will use to treat different types of floor needs to be provided.(??)** Floors will be cleaned according to the type of floor of the house (hard wood floors will be polished; non-polished tile floors will only be mopped, etc.). Floors types include:
 - Ceramic tile (different types)
 - Porcelain
 - Granite
 - Wooden – Real and Imitation
 - Terracotta (Barro)
 - Terrazzo
 - Marble
 - Concrete or paved (on garages or sidewalks)
- **Garage/Carport Areas:** Wash, mop and remove stains, if needed. Polishing of floors and/or removal of stains where applicable.
- **Carpet Floors:** Vacuum/shampoo carpets as necessary.
- **Windows:** Wash and clean windows, **including metal screens**, on the inside and outside of the house. Dust and clean blinds.
- **Doors:** All interior and exterior doors (wood, metal **and glass**), including garage doors and pedestrian doors need to be cleaned, according to the type of material.
- **Bathrooms:** Complete scrubbing and sanitization of sinks, bowls, showers, tubs, tiles, mirrors, cabinets, and aluminum sliding doors and tracks by using appropriate disinfectants and detergents. Making sure different scrubbing pads and brushes are used for toilets, bathrooms/bathtubs and the kitchen area. Toilet bowls and seats will be scrubbed and disinfected.
- **Walls:** Wash/clean fences, exterior walls, sidewalks, garbage baskets. Remove finger prints and food stains from walls. Remove spider webs from walls and ceilings.
- **Exterior Sidewalks and Doors:** Clean and wash sidewalks, with pressure hose if necessary and remove garbage.
- **All Surfaces:** Thorough dusting and cleaning of all surfaces of the house, including walls, cabinets, furniture, lamps, closets, drawers, etc.
 - Clean visible plumbing and electrical fixtures.
 - **Hard Wood Surfaces:** Cleaning/dusting wood parts of the house with appropriate liquids and polishing oils to remove handprints, pencil or crayon marks, spots on doors, around handles, and door frames.
 - **Hard Furniture:** Thorough dusting and cleaning of tops, sides and legs of furniture.
 - **Closets:** Dust and clean interior of closets. Remove shelf paper and all items found in closets and report to Supervisor.

- **Other Furniture:** Cleaning/dusting of table lamps and ceiling lamps, including ceiling fans. Vacuum and dust different type of furniture as needed.
 - **Stains:** Remove food or hand stains on electrical outlets, walls and doors. (Not applicable to paint). If there is mold found in certain areas of the house, it should be reported it to the Housing Coordinator to determine the need for special treatment.
 - **Handrails and grillwork.** Dust and clean thoroughly. Brushing is usually needed to remove dirt.
- **Garbage Removal:** Remove all personal effects and trash from storerooms, carports, garage areas, and sidewalks, and set aside for inspection and removal.
 - **Laundry Area:** Clean interior and exterior of cloth washing and drying machines with a damp cloth. Scrub washing surface of cement laundry sink and inside of “pilas”.

Minimum Equipment and Tools Needed:

- Buckets
- Brooms
- Mops
- Cleaning rags
- Brushes – Different Sizes
- Broom to clean high ceilings and fans
- Vacuum cleaner
- Floor Scrubbing machine
- Floor Polishing Machine
- Plastic bowls
- Hoses
- Liquid dispensers
- Set of Measuring cups
- Dust/trash collectors (recogedores de basura)
- Toilet brushes

Minimum Cleaning Materials Needed:

- Clear wood polishing liquid
- Dark wood polishing liquid
- Chlorine solution
- Bleach
- Disinfectants
- Glass polishing liquid
- Detergent
- Non-abrasive cleaning products
- **Special cleaning solution for ceramic stove tops**

CHLORINE SOLUTION

*From Clorox
Disinfecting:*

Use the following method to disinfect hard, non-porous surfaces at home:

- 1. Create bleach solution using ¾ cup Clorox® Regular-Bleach per gallon of water.*
- 2. Wash, wipe or rinse items/area with water, then apply solution.*
- 3. Let stand 5 minutes.*
- 4. Rinse thoroughly and air dry*

Please note:

- * Do not use Clorox® Regular-Bleach full strength for cleaning surfaces.*
- * Always dilute strictly in accordance with label directions.*
- * Wear gloves when cleaning for prolonged periods.*
- * Bleach solutions need to be made fresh daily. Once diluted, bleach breaks down quickly (mainly into salt and water).*
- * Many spray bottles contain metal parts in the trigger spray. Bleach will corrode these parts over time. *Bleach is an irritant and using bleach in a spray bottle can be very irritating to some especially those individuals with chronic respiratory or heart conditions.*

Appropriate Surfaces:

Kitchen: Refrigerators, work surfaces, garbage disposals, freezers, sinks, appliances, plastic laminate, stoves, stovetops, countertops, (ceramic) tile (floors or countertops), vinyl, linoleum, solid surface countertops, glass, garbage cans, trash cans, trash compactors, dish cloths, brushes, synthetic sponges, mops, latex enamel painted woodwork, walls, faucets.

For toilet bowls and bidets: Flush toilet/bidet. Pour 1 cup of Clorox® Regular-Bleach into bowl. Brush entire bowl including rim with a scrub brush or mop; let stand 10 minutes before flushing again.

Nursery: Toys, changing tables, painted cribs, high chairs, plastic mattress covers, bumpers, and diaper pails. For potty seats: Empty Seat. Fill with ¾ cup of Clorox® Regular-Bleach per gallon of water. Let stand 5 minutes. Rinse with clean water. Let dry.

Terms and Conditions:

- a) The Embassy is not obligated to purchase any definite amount under this BPA.
- b) The total amount ordered under this BPA will not exceed USD \$15,000 or the equivalent in local currency.
- c) Individual certification of funds will be made for each delivery order placed.
- d) A summary invoice shall be submitted to BPA's Administrator at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period. Each invoice must reflect the number of this Blanket Purchase Agreement, location of the service provided, **OBO #, BPA order number and a copy of the BPA order.**

- e) BPA Administrators: Housing Coordinators

Clauses

52.217-5 Evaluation of Options.

EVALUATION OF OPTIONS (JULY 1990)

Except when it is determined in accordance with FAR [17.206\(b\)](#) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

52.217-8 Option to Extend Services.

OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 Option to Extend the Term of the Contract.

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **24 months**.

(End of clause)

52.232-19 Availability of Funds for the Next Fiscal Year.

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.
(End of clause)

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:
<http://aope.a.state.gov>

EVALUATION FACTORS FOR AWARD

Basis for Award.

The Government intends to award an agreement resulting from this RFQ to the lowest priced, technically acceptable quoter who is a responsible Contractor. The Government may award more than one agreement.

The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered prices times the estimated quantities in prices and arriving at a grand total, including all options.

A. Summary of instructions. Each offer must consist of the following:
Information demonstrating the quoter's ability to perform, including:

(1) Name of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English;

(2) Evidence that the quoter operates an established business with a permanent address and telephone listing;

(3) List of clients, demonstrating prior experience with relevant past performance information and references;

(4) Evidence that the quoter can provide the necessary personnel, equipment necessary to perform the work; quoter is required to provide a list of proposed personnel who will be assigned to clean the houses.

(5) Evidence that the quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2)

(6) a copy of the certificate of insurance for their employees. Quoter should fully describe the type of insurance coverage.

(7) a statement indicating the number of residences that the company will be able to clean at the same time.

- The Government will determine contractor responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

52.214-34 Submission of Offers in the English Language (APR 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

(End of provision)